



Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

(916) 327-7977 FAX: (916) 327-6245

www.mrmib.ca.gov

JOB OPPORTUNITY BULLETIN

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Associate Personnel Analyst

Salary: \$4,255-\$5,172

1 Vacant Position (Permanent, Full-Time)

Location: Downtown Sacramento

Position Number: 443-300-5142-7xx

Job ID Number: 06-023

Final Filing Date: October 6, 2006

General Statement of Duties:

Without detailed supervision, the Associate Personnel Analyst makes decisions and provides advice and assistance on varied and difficult personnel management problems; analyzes and classifies positions; gathers and evaluates pay data; conducts classification or pay surveys; prepares class specifications and allocation standards; prepares formal memoranda; reviews proposed personnel actions for conformity with regulations and classification or pay standards. Prepares written exams, writes test items, and does test research; develops techniques for appraising education and experience; chairs qualifications appraisal panels; administers exams; and prepares exam publicity.

Assists in the development of policies and procedures relating to personnel management; assists in the recruitment and selection of employees; prepares disciplinary proceedings; develops departmental personnel rules and regulations; and supervises personnel record keeping and the operation of personnel procedures. Interprets and explains civil service law, rules, and procedures; trains and leads technical and clerical personnel; researches specific areas of public personnel management; represents the agency; studies various personnel operating procedures; and prepares reports

Specific duties include, but are not limited to, the following:

- Consult with and advise managers on personnel issues such as establishing and reclassifying positions, and determining the impact of proposed reorganizations on position levels. Assist the Personnel Officer with responses to employee out-of-class grievances and impacts of proposed employee relations issues on classification and placement projects. Evaluate proposed personnel transactions and approve or disapprove; recommend alternatives for promotions, new hires, reinstatements, transfers, reclassifications; assist in recruitment and selection of employees and reassignment and/or layoff of surplus employees; consult with department employees and prospective employees on employment, promotion, transfer, and other personnel-related matters. Consult with and advise managers on personnel policies, standards, rules and procedures. Analyze classification proposals for management consideration. This requires comparative analysis of classifications with significantly similar knowledge and abilities, qualifications, levels of responsibility, consideration of appropriateness of classifications, organizational impact, eligibility of employee, and salary and range considerations.
- Serve as the Disability Coordinator and EAP Coordinator. Ensure FMLA/CFRA compliance and coordinate benefit and leave entitlements with Personnel Specialist. Coordinate workers' compensation and NDI benefits issues, and coordinate restoration of leave.

- Conduct the full scope of exam administration. Work with subject matter experts (SMEs), conduct job analysis and develop selection method. Interpret technical and complex laws, rules, regulations, policies and procedures. Evaluate candidate's qualifications. Select panel members and conduct panel orientations. Analyze post exam documents and make recommendations for possible improvements to future exams. Post and distribute exam announcements and information lists. Develop testing tools and provide guidance and direction to SMEs in developing written test items or structured interview questions. Analyze and edit written test items and interview questions for content, structure, and job-related knowledge, skills and abilities of a class. Review item analyses for written exams and revise test items as appropriate; set written test pass points. Input and audit exams into the State Personnel Board's automated system. Recommend and evaluate the priority of exams based on sensitivity of programs, status of existing lists, number of vacancies, legal mandates, training and development assignments, and TAUs. Provide guidance and respond to inquiries from employees and the general public on exam procedures and policies, and chair oral interview panels. Investigate and respond to exam appeals. Review and respond to proposed changes to selection-related policies and procedures.
- Represent the Personnel Officer at meetings as requested. Research specific administrative areas to develop or improve the department's personnel policies and procedures. Ensure that procedures are current and consistent with control agency rules and the Government Code.
- Provide assistance and backup to the Personnel Specialist when necessary to meet deadlines.

Essential Qualifications:

1. Excellent organization and research skills; ability to multi-task and meet deadlines.
2. Strong analytical and problem-solving skills with a demonstrated ability to use good judgment.
3. Ability to establish effective working relationships with those contacted during the course of work; and excellent oral and written communication skills.
4. Working knowledge of the State's personnel management laws and rules governing state civil service.
5. Ability to maintain confidentiality.
6. Knowledge of the SPB exam system.

Desirable Qualifications:

1. Demonstrates a commitment to exceptional performance of duties in a service-oriented manner.
2. Demonstrates a commitment to maintaining a work environment free from discrimination and sexual harassment.
3. Maintains good work habits and adheres to all policies and procedures.
4. Demonstrates the ability to work independently as well as a member of a team.

Who May Apply:

Individuals at either the Associate Personnel Analyst level or who have list or reinstatement eligibility may apply. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees.

Interested parties should submit a Std. 678, State Application (available at www.spb.ca.gov), with Job ID# **06-023** and Position# **443-300-5142-7xx** written under Section 12 of the application, to:

**Managed Risk Medical Insurance Board
1000 G Street, Suite 450
Sacramento, CA 95814
Attn: Kimberly Fong – Personnel Office**

Final filing date: October 6, 2006

If you have any questions, contact Ms. Fong at (916) 319-9361 or via email at kfong@mrmib.ca.gov.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.